

**JOB TITLE: Deputy Clerk**

**DEFINITION:**

The appointee in this position works under the direction of the Town Clerk and the President of the Board of Commissioners, assisting in the day-to-day municipal operations of the Town Hall Offices in the Town of Upper Marlboro.

**RESPONSIBILITIES / DUTIES:**

The Deputy Clerk (DC) provides general administrative assistance and secretarial services for the CEO/CAO (President), and the Administrator (Town Clerk), such as, but not limited to: written correspondence, document scanning, copying, filing and other duties as may be assigned.

The DC also acts as receptionist--greeting visitors to Town Hall and answering questions, and/or, directing citizens to the appropriate persons or agencies. This includes answering incoming telephone calls, transferring or recording messages as required, and, the upkeep of several logs used to track complaints & kudos, important postal mailings/shipments, and missed phone calls and messages.

Routine weekly duties include: Post Office box (mail pick-up) sort and distribute; Processing parking citation payments, MVA Registration and Vehicle Impound release forms; Issuing parking permits/maintain logs; Preparing deposits for accounting; Maintaining in-house Petty-cash/Retail-card account receipts; Ordering of office supplies-- maintain inventory, and; Overseeing the scheduling and paperwork for Conference Room meetings.

**SKILLS / ABILITIES**

Working knowledge of: Microsoft Office Suite (Word, Excel, Access, Publisher); Clerical methods used for keeping records (retention and disposal of files).

Ability to carry out oral and written instructions. Cheerful personality with a willingness to work harmoniously with elected officials, co-workers, residents and the general public.

*\*Bilingual fluency in English and Spanish, and/or, desire to seek certification as a municipal clerk, a plus—but not required.*

**EDUCATION / EXPERIENCE**

Some clerical experience and graduation from a recognized high school, preferably with courses in typing and office procedures, OR, Associate of Arts degree in Secretarial Science, or appropriate discipline with related experience. *\*Municipal or other governmental experience a plus—but not required.*